

Section 10.1: Non-Pricing Policy

Federal regulations require sponsors who administer the CACFP to submit a free and reduced-price policy statement to serve meals to enrolled children at no separate charge at the time a Program application is submitted. Sponsors cannot participate in the CACFP until ADE has approved the free and reduced price meals policy statement.

Sponsors who elect to serve meals at no separate charge shall develop a policy statement that includes an assurance to ADE that all participants are served the same meals at no separate charge regardless of race, color, national origin, sex, age, or disability. For convenience, ADE/H&N has developed a non-pricing policy that, once signed by the sponsor, will fulfill the aforementioned requirement. Refer to section 10.3 for more information on the *Free and Reduced Price Policy Statement*.

ADE reserves the right to review all approved free and reduced price meals applications and verify information provided on the approved income application for free and reduced price meals during Program reviews and audits. ADE shall inform the sponsor of the results of the verification effort and the action that will be taken in response to the verification findings.

Section 10.2: Pricing Policy

Sponsors who charge separately for meals shall develop a policy statement for determining eligibility for free and reduced price meals. Reimbursement will be made only for meals served to children who qualify for such meals. The policy statement shall include the following:

- Process of determining eligibility for free and reduced priced meals.
- Description of the method(s) to be used in accepting income applications from families for free and reduced price meals.
- Description of the method(s) to be used to collect payments from participants paying full price for meals and method(s) of maintaining the confidentiality of participants receiving free or reduced priced meals.
- Establish a hearing procedure for use when benefits for free and reduced price meals are denied or terminated.
- Assurance that confidentiality will be maintained for participants receiving free and reduced price meals and there will be no discrimination against any participant on the basis of race, color, national origin, sex, age, or disability.
- Assurance charges for reduced price lunch/supper will not exceed 40 cents, reduced price breakfast will not exceed 30 cents, and reduced price supplement will not exceed 15 cents.
- Submit a public release to the media serving the area from which the center draws its attendance. The public release shall include the nondiscrimination statement and the availability of the free and reduced price meals to children meeting the approved eligibility criteria.
- Notify households or guardians of enrolled participants in writing of the eligibility and application procedures, income standards, and the household's responsibility to notify the sponsor of any loss of income and/or increase or decrease of income over \$50 per month or \$600 per year. Notification must also include the nondiscrimination statement.

ADE reserves the right to conduct verification of eligibility for free and reduced price meals and verify information provided on the approved income application for free and reduced price meals on an annual basis. ADE shall inform the sponsor of the results of the verification effort and the action that will be taken in response to the verification findings.

Section 10.3: Public Release (Free and Reduced Price Policy Statement)

Sponsors are required to submit a "Public Media Release" to a local media in the area(s) where the CACFP will be administered at the time an initial application is made to participate in the Program. The public release must include the nondiscrimination statement. For your convenience, ADE/H&N has developed a public release which is provided in the CACFP application packet. Sponsors do not have to pay for the "Public Media Release" to be published; however, sponsors are expected to provide to ADE verification that the media request was made by submitting a copy of the confirmation from the media source receiving the release. The following is a snapshot of the Free and Reduced Price Policy Statement. Note that the income guidelines listed are for Fiscal Year 2009. These guidelines change each fiscal year in July.

FREE AND REDUCED PRICE POLICY STATEMENT FISCAL YEAR _____
FOR THE CHILD AND ADULT CARE FOOD PROGRAM
 (NON-PRICING ONLY)

1. _____ assures the Arizona Department of Education, Child Nutrition Programs Office, that all children at the sites described on the application forms are served the same meals at no separate charge regardless of sex, race, color, age, handicap, or national origin, and there is no discrimination in the course of the food service.
 (NAME OF SPONSOR)
2. We will submit a public release to the information media serving the area from which the childcare institution draws attendance announcing the availability of meals at no separate charge to children in attendance. In addition, the income eligibility guidelines will be included in the public release below.

(SIGNATURE OF SPONSOR)

(TITLE)

(DATE)

Submit a copy of the following public release to a local media source:

To: _____ Date: _____

The _____ announces the sponsorship of the USDA Child and Adult Care Food Program.
 (NAME OF SPONSOR)

Meals will be made available to enrolled children at no separate charge without regard to sex, race, color, age, handicap or national origin. Any person who believes that he/she has been discriminated against in any USDA related activity should write immediately to the Secretary of Agriculture, Washington, DC 20250. Household income determines the amount of money USDA will reimburse us to provide meals to enrolled children. The income eligibility guidelines listed below are used to determine our reimbursement for fiscal year 2009.

<u>FREE</u>				<u>REDUCED</u>			
Family Size:	*Year	**Month	**Week	Family Size:	*Year	**Month	**Week
1	13,520	1,127	260	1	\$19,204	1,604	370
2	18,200	1,517	350	2	25,900	2,159	499
3	22,880	1,907	440	3	32,560	2,714	627
4	27,560	2,297	530	4	39,220	3,269	755
5	32,240	2,687	620	5	45,880	3,824	883
6	36,920	3,077	710	6	52,540	4,379	1,011
7	41,600	3,467	800	7	59,200	4,934	1,139
8	46,280	3,857	890	8	65,860	5,489	1,267
Each Additional Member Add:	+4,680	+390	+90	Each Additional Member Add:	+6,660	+555	+129

Meals will be provided at: _____

(LOCATION)

Signed _____

The ADE/H&N assumes responsibility to submit a public release annually for sponsors who renew their application to participate in the CACFP. The public release notifies the media of all the sponsors' intent to administer and operate the Program without discrimination on the basis of race, color, national origin, sex, age, or disability.